



**United States Court of Appeals**  
for the Seventh Circuit  
219 South Dearborn Street  
Chicago, Illinois 60604

4/10/19  
2019-03

**POSITION VACANCY**

**Position:** Program Manager

**Salary Range:** CL 25 - CL 27 (\$45,544 - \$89,595) depending upon qualifications  
*Placement is dependent upon background and qualifications. Promotional potential to the next classification level without further competition.*

**Closing Date:** Open Until Filled

**Position Overview:** The Program Manager provides administrative and management-support services essential to the direction and efficient operation of the office of the Senior Staff Attorney. The incumbent assists the Senior Staff Attorney and other member of the office with recruiting, hiring, training, assigning work to and supporting the staff attorneys. In addition, the Program Manager coordinates case-management and personnel information within the office and with chambers, coordinates and schedules office-wide events, and maintains digital versions of office materials in an on-line database.

**Required Qualifications:**

To qualify for the position, candidates must have a bachelor's degree and two years of Specialized Experience.

*Specialized Experience* - Progressively responsible administrative experience in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

**Desired Qualifications:**

- JD degree from an accredited law school and/or paralegal certification.
- Experience in a court or other legal field.
- Extensive experience with office technology, including PC's and software applications, inclusive of Microsoft Office (Word, Excel, PowerPoint) email, and database management programs.
- Excellent vocabulary and grammar, writing ability, proofreading skills and attention to detail.
- Excellent organization, interpersonal and customer-service skills.
- Ability to work independently and exercise sound judgment.

**Application:** Please forward resume with cover letter and salary history to:

U.S. Court of Appeals - 7<sup>th</sup> Circuit  
Human Resources  
219 S. Dearborn Street - Rm. 1670  
Chicago, Illinois 60604  
Fax: 312-554-8077  
E-Mail: [ca7\\_HR@ca7.uscourts.gov](mailto:ca7_HR@ca7.uscourts.gov)

Resumes will be screened and only selected applicants will be contacted for interviews. Due to the anticipated large response to this announcement only those interviewed will be notified of the selection outcome.

The court reserves the right to modify the conditions of this job announcement or to withdraw the announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the court may elect to select a candidate from the original qualified applicant pool.

All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States.

Employees are required to use Electronic Fund Transfer (EFT) for payroll deposit

**THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER**